ISD Product Release Letter

Number: 580-TM-025-01	**Approved By: (signature)**
Effective Date: April 20, 2005	**Name:** Joe Hennessy
Expiration Date: April 20, 2009	**Title:** Chief, ISD

Responsible Office: 580/Information Systems Division (ISD)	**Asset Type:** Template
Title: Product Release Letter	**PAL Number: 2.6.1.3**

Purpose	The purpose is to provide a standardized template for use in producing a Product Release Letter for all ISD mission software projects. A Product Release Letter is required for all deliveries, interim as well as final, to the customer.
Scope	This template is to be used for all ISD mission software projects. Such projects may or may not be part of a larger, mission-level project.
Roles and Responsibilities	**Product Development Lead (PDL)** Responsible for the production of the Product Release Letter for all Customer Deliverables detailed in Section 2.5 of the Software Management Plan / Product Plan (SMP/PP).
Style Conventions	Text within the template that appears in this (style name = "Normal") style is equally applicable to all Product Release Letters and should be included without modification. All document section headings should also be included without modification, although their style names vary depending on outline level. *Text in this style [style name = "TAILORING ADVICE"] within the template is advice on how to tailor the information in any specific section. As the PRL is developed, the generic [TAILORING ADVICE] text should be replaced with material that applies to the specific software project, or deleted, if it is general advice.*
Tailoring of this Template	There are 10 sections listed in this template that should be addressed. The PDL should use their best judgment in determining the applicability of each section for a delivery and they may delete or modify sections based on their applicability to the delivery.
Note	The entire first two pages of this document should be deleted when producing the Product Release Letter. This material is not part of the Product Release Letter.

Change History	Version	Date	Description of Improvements
	1.0	April 20, 2005	Initial approved version by CCB

Product Release Letter

DATE: *[mm/dd/yy]*

TO: *[Receiver(s) of this Delivery – name/Code] [Mission Acronym] [Title]*

CC: *[List names and titles of people that should receive a copy of this PRL. Include Branch Management]*

FROM: *[Sender's Name/Code] [Mission Acronym] [Subsystem Acronym] [Development Team Lead]*

RE: Delivery of *[Mission Acronym]* [*Subsystem Acronym]* Version *[xx] [type of software]* Software

TARGET SYSTEM: *[Intended target machine for this delivery]*

This Product Release Letter documents the delivery of *[Mission Acronym] [Subsystem Acronym] [type of software]* Software, Version *[xx]*. The Version Description Document (VDD) for this Version is located at *[location of VDD]*.

[Summarize the purpose of this delivery. Explain major new functionalities, features and/or problems resolved in the delivery – especially those of special interest to the receiving organization. Reference details in the VDD.

Explain any special instructions associated with this delivery that are different than identified in the VDD or worth special emphasis.

If this software delivery is dependent on a particular version of simulators, tools, databases, etc. identify these dependencies.

Indicate the level of test performed on this delivery and identify where the test report is located.

List any DCRs against this delivery that are not identified in the referenced VDD (most probably because they were submitted after preparation of the VDD).

If this build is to be delivered external to the software team, and without build verification test, indicate who requested/authorized this delivery.]

_____
[Name/Code] [Mission Acronym] [Subsystem Acronym] [*type of software]* Software Development Team Lead

[Name of Code xxx] **Branch**
(NASA GSFC Code 58x)

[Mission Name (Acronym), **if applicable***]*

[Software Project Name (Acronym)]

Version Description Document

Version Number: xx

Release Date: yy

Software Project Manager: *[Manager of Project]*

Identification and Organization

This document details the Version Description for the [*software project acronym] [type of software*] Software, Version [*xx*], released to [*organization receiving release*] on [*date of release*].

This delivery notice is organized as follows:

Section 1: Baseline Established: identifies the baseline configuration of the delivered [*type of software*] software.

Section 2: Features Delivered: identifies the features delivered with this version of the [*type of software*] software.

Section 3: Planned Features Absent from this Version: identifies the features planned for delivery with this version of the [*type of software*] software that are absent, the reason for absence, and planned delivery date.

Section 4: Outstanding Discrepancies: identifies open discrepancy reports against this version of the [*type of software*] software, the planned resolution date, and a workaround, if applicable.

Section 5: Disposition of Discrepancies since Previous Delivery: identifies discrepancies closed and change requests included with this version.

Section 6: Significant Changes in Operations: identifies significant changes to operations as they relate to the [*type of software*] software, for example, a change in command arguments.

Section 7: Applicable Documents: identifies documents applicable to this version of the [*type of software*] software.

Section 8: Software Memory Map: identifies address ranges that were used for this version of the [*type of software*] software. *[This section is optional].*

Section 9: Building the System: identifies instructions required to properly build the system.

Section 10: Configuration Audit: identifies information from the Configuration Audit, which was performed for this software, which ensures delivered software was of correct version number with stated functionality.

Guidance: One may elect to create a baseline version, defined through a VDD, without an actual release beyond the implementation team.

1 Baseline Established

This section identifies the baseline established with this version of the [*software project acronym*] [*type of software*] Software.

The [*software project acronym*] [*type of software*] Software version [*xx*], detailed in this delivery letter was delivered to [*recipient*] and installed into the [*type of software*] Computer, Serial Number [*xxxxx*], on [*date*] and is intended for use in [*what*].

Version #	Date	Change	Configured Item	Doc ID

2 Features Delivered

The features and requirements delivered in this version.

Featured Delivered	External Interface(s) Involved	Requirements

3 Planned Features Absent from this Version

The features and requirements planned for this version that are absent.

Absent Feature	Reason for Absence	Affected Requirement	Planned Delivery
			[*version #*]

4 Outstanding Change Requests and Discrepancies

List of Change Requests (CCRs) and Discrepancy Reports (DRs) that are outstanding against this release and identified workarounds, if applicable. This list is complete as of the date of this VDD.

CCR/DR Number	Component Affected	Feature Affected	Workaround

5 Disposition of Change Requests and Discrepancies since Previous Version

List of changes made to the [*type of software*] Software since the previous version for Project CCRs and/or DRs.

Change Description	Component Affected	Associated CCRs & DRs

6 Significant Changes in Operations

Operations changes associated with the [*software project acronym*] Software version [*xx*]:

Operations Change	Associated CCRs & DRs

7 Applicable Documents

The table lists the documents and the document version applicable to this release of the [*software project acronym*] Software.

Document #	Title	Version	Date

8 Software Memory Map

The Software Memory Map lists address ranges were used for the [*software project acronym*] Version [*xx*] [*type of software*] Software (executable code and data areas).

[NOTE: This section is optional in nature and may be deleted if not needed. If the section is not needed, then delete all except section title and include following statement: The Software Memory Map is not be supplied with this version.*]*

[Example Memory Map is provided below. Use this map format to provide the values for your software. If you need to make changes to provide a better Map for your project, then modify the map to suit your project.]

[
DRAM Start   **0x80000000**
  PMON Data   *0x80000000 to 0x8001FFFC*
  Preserved OS data   *0x80020000 to 0x800EFFFC*
  Performance Log   *0x800FF000 to 0x800FFFFC*
  Applications   *0x80100000 to 0x806FFFFC*
  OS   *0x80700000 to 0x80AFFFFC*
  Scratch   *0x80B00000 to 0x8BFFFFFC*
  DS recorder (SSR)   *0x80C00000 to 0x81FFFFFC*
DRAM End   **0x82000000**

SRAM Start   **0xB0000000**
SRAM End   **0xB001FFFC**

EEPROM Start   **0xBFC00000**
  PMON Code   *0xBFC00000 to 0xBFC3FFFC*
  Mode Manager Code   *0xBFC40000 to 0xBFC4FFFC*
  PROM Code   *0xBFC50000 to 0xBFDBFFFC*
  PROM Tables   *0xBFDC0000 to 0xBFDFFFFC*
EEPROM End   **0xBFDFFFFC**
]

9 Building the System

[*Provide instructions on how to properly do a system build. This should include the required operating systems, assemblers, compilers, profilers, linked libraries (commercial or otherwise), existing software, and delivered software including all version numbers for each of these elements.*]

10 Configuration Audit

[*Provide information from the Configuration Audit, which was performed for delivery of this version, to show that the correct versions were delivered with the correct functionality. Provide information on how this was accomplished and how the delivered software was verified.*]